

TO: Department Chairs

FROM: Faculty Personnel Committee

RE: Mini-reviews for first, second, fourth, and fifth-year faculty (**Please circle appropriate year.**)

To provide on-going feedback to the college for probationary faculty other than those undergoing third-year and the tenure review, department chairs will evaluate the performance of probationary faculty in accordance with the *Faculty Handbook* (Section 12, Mini-review Procedures). The chair should submit a frank evaluation of the probationary faculty member by completing the questionnaire below and by submitting a letter with additional comments to the Faculty Personnel Committee. For full-time untenured faculty in any year of employment when they are not undergoing a third-year or tenure review, the department chair (or dean) should submit the questionnaire and letter by February 1. Chairs are reminded that they should visit the classes of the faculty member one or more times, and that these visits are encouraged to be unannounced.

Please complete the following questionnaire and attach a letter of evaluation. Also, please **attach the most recent vita** of the person being reviewed. You may address the review to either the Provost's Office or the chair of the Faculty Personnel Committee.

_____ Name of faculty member undergoing review

Please use the following scale to evaluate the faculty member:

1– poor 2– fair 3– good 4– excellent NA– not applicable at this time

Teaching effectiveness

Knowledge of subject	1	2	3	4	
Preparedness	1	2	3	4	
Organization	1	2	3	4	
Enthusiasm	1	2	3	4	
Interaction with students	1	2	3	4	
Advising effectiveness	1	2	3	4	NA
Scholarly activities	1	2	3	4	NA
Service to the department/college/community	1	2	3	4	NA
Overall performance	1	2	3	4	

_____ Department chair's signature

_____ Date